

WESTERN COMMUNITY COLLEGE AREA

BOARD OF GOVERNORS

PROPOSED AGENDA

- A. Call to Order, Ms. Walworth
- B. Roll Call
- C. Community Comments
- D. Board Chairperson Comments
 - 1) Copy of Nebraska Open Meetings Act
Available at Back of Room
 - 2) Motion to Clarify Board Secretary Position
- E. Consent Calendar
 - 1) Review Contents of Consent Calendar
 - a) Agenda
 - b) Excuse Absent Board Member(s)
 - c) Minutes
 - 1) Regular Meeting, November 15, 2017
 - d) Claims: (Enclosure)
 - 1) WCCA Unrestricted Fund - \$2,289,601.74
 - 2) WCCA Restricted Fund - \$7,993.04
 - 3) WCCA Federal Fund - \$2,917.63
 - 4) WCCA Agency Fund - \$19,660.02
 - 5) WCCA Loan Fund - \$ -0-
 - 6) WCCA Plant Fund - \$274,531.14
 - 7) WCCA Auxiliary Fund - \$79,284.87
 - e) City Planning Commission Reports
 - f) Authorization for Board Member Travel
 - 1) ACCT 2018 Community College National Legislative Summit
 - a) Ms. Klemke
 - b) Mr. Perlinski

REGULAR MEETING

December 20, 2017

12:00 P.M. - LUNCH

John C. Bishop Dining Room
Pioneer Activity Center
Western Nebraska Community College
Scottsbluff Campus
1409 East 27th Street
Scottsbluff, Nebraska

1:00 P.M. - GROUNDBREAKING
CEREMONY

Front of Main Building
Western Nebraska Community College

1:30 P.M. REGULAR MEETING

Boardroom
Western Nebraska Community College
Scottsbluff Campus
1601 East 27th Street
Scottsbluff, Nebraska

(Pages 1 - 1ee)

(Pages 1 - 14)

(Pages 14 - 15)

(Pages 15)

(Pages 15 - 16)

(Page 16)

(Pages 16 - 18)

(Attachment)

E. Consent Calendar – Cont.

1) Review Contents of Consent Calendar – Cont.

g) Reports and Proposals

1) From the Students

2) From the Faculty

3) From the Administration

4) From the Board

(Page 2)

2) Approval of Consent Calendar

3) Consideration of Items Extracted from Consent Calendar

F. Board Member Mileage and/or Expense Reimbursement

(Page 3)

1) Merlyn L. Gramberg - \$413.56

2) F. Lynne Klemke - \$96.30

3) Kimberly A. Marcy - \$111.28

4) William M. Packard - \$265.36

5) M. Thomas Perkins - \$273.32

6) Thomas L. Perlinski - \$1,610.41

7) R. J. Savely, Jr. - \$103.79

8) Richard G. Stickney - \$1,422.58

G. Bid Consent Calendar

1) Review Contents of Bid Consent Calendar

a) #18-EQ-06 – Emergency Generator

b) #18-EQ-07 – Dell Thin Clients

c) #18-SE-10 - Intelligent Learning Platform Software

(Pages 4 – 4a)

(Pages 4b – 4c)

(Pages 4d – 4e)

2) Approval of Bid Consent Calendar

3) Consideration of Items Extracted From Bid Consent Calendar

H. Personnel Consent Calendar

1) Review Contents of Personnel Consent Calendar

a) Resignation(s):

- 1) Ms. Cheng-Wei-Kow, Emergency Medical Service Director (Page 5)
- 2) Ms. Coral E. Richards, WCCA Board of Governors Secretary (Page 5a)
- 3) Dr. Schvalla Rivera, Dean of Students (Page 5b)
- 4) Ms. Rosa M. Rosario, Accounting Services Assistant Director (Page 5c)
- 5) Ms. Katrina Tylee, Environmental Health and Safety Coordinator (Page 5d)
- 6) Mr. Thomas Tylee, ESL/Foundation Instructor (Page 5e)

b) Appointment(s):

- 1) Mr. Kyle Cummings, Marketing Specialist (Pages 5f – 5h)
- 2) Ms. Debra Davis, Workforce Training Coordinator (Pages 5i – 5L)
- 3) Ms. Rosa M. Rosario, Financial Aid Assistant Director (Pages 5m – 5p)

2) Approval of Personnel Consent Calendar

3) Consideration of Items Extracted from Personnel Consent Calendar

I. Presentation: NPPD Scholarship – Ms. Terry Rajewich

J. Western Community College Area Board of Governors – Ms. Walworth

- 1) 2018 Election – WCCA Board Members (Pages 6 – 6a)

K. Reports and Recommendations from Board Policy Committee – Ms. Klemke, Ms. Ault

- 1) Policy #415.2215.18 – Safety Shoes (Page 7)

L. Monitoring Reports

1) WNCC Calendar – Dr. Feil

- a) 2018 - 2019 Academic Year (Pages 8 – 8b)

2) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins

3) Association of Community College Trustees – Dr. Perkins

M. Western Nebraska Community College/Scottsbluff Campus Main Building Addition and Renovation - Dr. Holcomb

- 1) Update - Re: Addition/Renovation Project
- 2) Resolution - Re: Ratify Selection of Financial Institution to Complete the Lease-Purchase Financing of the Scottsbluff Campus and Building Addition and Renovation (Handout)

N. Board Member Comments

O. President's Comments

P. Upcoming Meetings and Events

- 1) Association of Community College Trustees
 - a) 2018 National Legislative Summit
 - 1) February 11 - 14, 2018
 - 2) Washington, D. C.
 - b) 2018 ACCT Leadership Congress
 - 1) October 24 - 27, 2018
 - 2) Marriott Marquis, Times Square
 - 3) New York City, New York
- 2) Nebraska Community College Association
 - a) 2018 Regular Meetings
 - 1) First Quarter Meeting
 - A) January 19, 2018
 - B) Lincoln, NE
 - 2) Second Quarter Meeting
 - A) May 7, 2018
 - B) Lincoln, NE
 - 3) Third Quarter Meeting
 - A) August 6, 2018
 - B) Lincoln, NE
 - 4) Fourth Quarter Meeting (Annual Meeting)
 - A) November 5 and 6, 2018
 - B) Norfolk, NE
 - b) State Legislative Day
 - 1) February 1, 2018, Lincoln, NE

Q. Due Process Hearing - Appeal Employment Status – Re: Ms. Christine Lee

1) Possible Executive Session – Re: Ms. Christine Lee

2) Deliberation

a) Executive Session

1) Personnel Matters – Re: Ms. Christine Lee

3) Resolution – Re: - Determination of Employment Status of Ms. Christine Lee

R. Next Regular Meeting: Wednesday, January 17, 2018, 1:00 p.m., Conference Room,
Pioneer Activity Center, Western Nebraska Community College, Scottsbluff Campus, 1409 East
27th Street, Scottsbluff, Nebraska.

S. Adjournment

MISSION STATEMENT:

“WNCC assures learning opportunities for all – enriching lives, invigorating communities, creating futures”

MINUTES OF MEETING
BOARD OF GOVERNORS
WESTERN COMMUNITY COLLEGE AREA

TIME AND PLACE ROLL CALL NOTICE OF MEETING	A regular meeting of the Western Community College Area Board of Governors was held at 1:41 p.m., on Wednesday, December 20, 2017, in the Boardroom, Western Nebraska Community College, Scottsbluff Campus, located at 1601 East 27 th Street, in the City of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska, as per the publicized notice in the <u>Star-Herald</u> , on Wednesday, December 13, 2017, with the following members present: Karen S. Anderson, Merlyn L. Gramberg, F. Lynne Klemke, William M. Packard, M. Thomas Perkins, Thomas L. Perlinski, R. J. Savely, Jr., Richard G. Stickney, Julianne K. Walworth, Chairperson. Absent: Linda A. Guzman-Gonzales, Kimberly A. Marcy. Student Representatives present: None. Faculty Representatives present: None. College staff present: Todd R. Holcomb, William D. Knapper, Coral E. Richards, Kathy A. Ault, Kimberly J. Dale, Paula J. Abbott, Norman L. Coley, Ellen M. Dillon, Rosie Hernandez, Robyn R. Iossi, Hallie Feil, Jenifer Sibal. College Attorney present: Philip M. Kelly. A current agenda was available in the College President's Office and the Board Secretary's office on the Scottsbluff Campus.
QUORUM	Ms. Walworth declared a quorum was present for the transaction of business.
COMMUNITY COMMENTS	Ms. Walworth asked for comments from the community. Pursuant to Board Policy #830.1000.79, Ms. Walworth reminded community members who wish to make comments that each speaker will be limited to a five minute presentation. There were none.
BOARD CHAIRPERSON COMMENTS	Ms. Walworth announced that for public information there is a copy of the Nebraska Open Meetings Act available on the table at the back of the room. Ms. Walworth reported Mr. Tim Daniels, former Chairman of the Board, sent a message that he was thinking of everyone as they participated in the Groundbreaking Ceremony earlier today. Mr. Daniels extended a thank you to all who have made the renovation project possible. Ms. Walworth remarked the <i>Cougar Notes</i> publication is very well done and informative about what is happening at the College.

BOARD CHAIRPERSON
COMMENTS

Ms. Walworth reported the Board needs to clarify the issues concerning the status of the position of Board Secretary for the Board of Governors, and the motion that was presented at the November 15, 2017, meeting.

Ms. Klemke reported it is the Board's intent that Coral E. Richards remain at the College through February 2018. She stated she wanted to take the opportunity to further clarify the transition of the Board Secretary position.

Ms. Klemke moved that Ms. Coral E. Richards remain as the Board Secretary for the WCCA Board of Governors through February 28, 2018. She further moved that Ms. Rosie Hernandez shall be the Assistant Board Secretary through February 28, 2018, and that Ms. Richards and Ms. Hernandez will work with each other concerning the duties and responsibilities of the Board Secretary in order that Ms. Hernandez may assume the full-time duties of Board Secretary effective March 1, 2018. Seconded by Dr. Perkins. The vote was, Yes: Anderson, Gramberg, Klemke, Packard, Perkins, Perlinski, Savely, Stickney, Walworth. No: None. Absent: Guzman-Gonzales, Marcy. Motion carried.

Prior to the vote, Dr. Perkins remarked that institutional memory is very important, commenting that when he was the Director of the Panhandle Mental Health Center he often wished he would have had access to the institutional memory of the former director, Dr. Alan Roehl. Dr. Perkins commented that Ms. Richards has worked at the College for two-thirds of the time the College has been in existence. He encouraged her to write memoirs of her time with the College.

CONSENT CALENDAR
Review Contents

Ms. Walworth reviewed the contents of the Consent Calendar which include the following item(s):

- 1) Agenda, December 20, 2017
- 2) Excuse Absent Board Members – Guzman-Gonzales, Marcy.
- 3) Minutes
 - a) Regular Meeting, November 15, 2017
- 4) Claims
 - a) WCCA Unrestricted Fund - \$2,289,601.74
 - b) WCCA Restricted Fund - \$7,993.04
 - c) WCCA Federal Fund - \$2,917.63
 - d) WCCA Agency Fund - \$19,660.02
 - e) WCCA Loan Fund - \$-0-
 - f) WCCA Plant Fund - \$274,531.14

CONSENT CALENDAR
Review Contents

- g) WCCA Auxiliary Fund - \$79,284.87
- 5) City Planning Commission Reports – Attachment A
- 6) Authorization for Board Member Travel
 - a) ACCT 2018 Community College National Legislative Summit
 - a) Ms. Klemke
 - b) Mr. Perlinski
- 7) Reports and Proposals
 - a) From the Students
 - b) From the Faculty – Attachment B
 - c) From the Administration
 - d) From the Board

Ms. Walworth inquired if there were any item(s) on the Consent Calendar which any Board member wished to have extracted for separate consideration.

Ms. Anderson requested one item in the amount of \$75.00 payable to the Scottsbluff/Gering United Chamber of Commerce for advertising be extracted from the WCCA Unrestricted Fund.

CONSENT CALENDAR
Approval

Mr. Perlinski moved the amended Consent Calendar be approved. Seconded by Mr. Stickney. The vote was, Yes: Gramberg, Klemke, Packard, Perkins, Perlinski, Savely, Stickney, Anderson, Walworth. No: None. Absent: Guzman-Gonzales, Marcy. Motion carried.

CONSENT CALENDAR
Consider Items Extracted

Ms. Anderson reported she has a business relationship with the Scottsbluff/Gering United Chamber of Commerce. Because of this relationship, she requested the advertising claim payable to the Scottsbluff/Gering United Chamber of Commerce be extracted for separate consideration to allow her to vote on the amended Consent Calendar.

Dr. Perkins moved the \$75.00 claim for advertising payable to the Scottsbluff/Gering United Chamber of Commerce be approved. Seconded by Mr. Savely. The vote was, Yes: Klemke, Packard, Perkins, Perlinski, Savely, Stickney, Gramberg, Walworth. No: None. Abstain: Anderson. Absent: Guzman-Gonzales, Marcy. Motion carried.

BOARD MEMBER
MILEAGE AND/OR
EXPENSE REIMBURSEMENT
Merlyn L. Gramberg

Dr. Perkins moved the Board approve the mileage expense of Dr. Merlyn L. Gramberg in the amount of \$413.56. Seconded by Mr. Stickney. The vote was, Yes: Packard,

BOARD MEMBER
MILEAGE AND/OR
EXPENSE REIMBURSEMENT
Merlyn L. Gramberg
Cont.

Perkins, Perlinski, Savely, Stickney, Anderson, Klemke, Walworth. No: None. Abstain: Gramberg. Absent: Guzman-Gonzales, Marcy. Motion carried.

F. Lynne Klemke

Mr. Stickney moved the Board approve the mileage expense of Ms. F. Lynne Klemke in the amount of \$96.30. Seconded by Ms. Anderson. The vote was, Yes; Perkins, Perlinski, Savely, Stickney, Anderson, Gramberg, Packard, Walworth. No: None. Abstain: Klemke. Absent: Guzman-Gonzales, Marcy. Motion carried.

Kimberly A. Marcy

Mr. Savely moved the Board approve the mileage expense of Ms. Kimberly A. Marcy in the amount of \$111.28. Seconded by Ms. Klemke. The vote was, Yes: Perlinski, Savely, Stickney, Anderson, Gramberg, Klemke, Packard, Perkins, Walworth. No: None. Absent: Guzman-Gonzales, Marcy. Motion carried.

William M. Packard

Mr. Stickney moved the Board approve the mileage expense of Dr. William M. Packard in the amount of \$265.36. Seconded by Ms. Anderson. The vote was, Yes: Savely, Stickney, Anderson, Gramberg, Klemke, Perkins, Perlinski, Walworth. No: None. Abstain: Packard. Absent: Guzman-Gonzales, Marcy. Motion carried.

M. Thomas Perkins

Ms. Anderson moved the Board approve the mileage and meal expense of Dr. M. Thomas Perkins in the amount of \$273.32. Seconded by Mr. Perlinski. The vote was, Yes: Stickney, Anderson, Gramberg, Klemke, Packard, Perlinski, Savely, Walworth. No: None. Abstain: Perkins. Absent: Guzman-Gonzales, Marcy. Motion carried.

Thomas L. Perlinski

Dr. Packard moved the Board approve the mileage expense of Mr. Thomas L. Perlinski in the amount of \$26.75, and the reimbursement expense to attend the Association of Community College Trustees 2017 Leadership Congress in the amount of \$1,583.66. Seconded by Mr. Stickney. The vote was, Yes: Anderson, Gramberg, Klemke, Packard, Perkins, Savely, Stickney, Walworth. No: None. Abstain: Perlinski. Absent: Guzman, Gonzales, Marcy. Motion carried.

R. J. Savely, Jr.

Ms. Anderson moved the Board approve the mileage expense of Mr. R. J. Savely, Jr. in the amount of \$103.79. Seconded by Dr. Packard. The vote was, Yes: Gramberg,

BOARD MEMBER
MILEAGE AND/OR
EXPENSE REIMBURSEMENT
Cont.

Klemke, Packard, Perkins, Perlinski, Stickney, Anderson, Walworth. No: None. Abstain: Savely. Absent: Guzman-Gonzales, Marcy. Motion carried.

Richard G. Stickney

Mr. Savely moved the Board approve the mileage expense of Mr. Stickney in the amount of \$64.20 and the reimbursement expense to attend the Association of Community College Trustees 2017 Leadership Congress in the amount of \$1,358.38. Seconded by Ms. Anderson. The vote was, Yes: Klemke, Packard, Perkins, Perlinski, Savely, Anderson, Gramberg, Walworth. No: None. Abstain: Stickney. Absent: Guzman-Gonzales, Marcy. Motion carried.

BID CONSENT CALENDAR
Review Contents

Ms. Walworth reviewed the contents of the Bid Consent Calendar which include the following bid(s):

- 1) #18-EQ-06 – Emergency Generator, Attachment C
- 2) #18-EQ-07 – Dell Thin Clients, Attachment D
- 3) #18-SE-10 – Intelligent Learning Platform
Software – Attachment E

Ms. Walworth inquired if there were any item(s) on the Bid Consent Calendar which any Board member wished to have extracted for separate consideration. There were none.

BID CONSENT CALENDAR
Approval

Mr. Perlinski moved the Bid Consent Calendar be approved as submitted. Seconded by Mr. Savely. The vote was, Yes: Packard, Perkins, Perlinski, Savely, Stickney, Anderson, Gramberg, Klemke, Walworth. No: None. Absent: Guzman-Gonzales, Marcy. Motion carried.

BID CONSENT CALENDAR
Consider Items Extracted

There were no items extracted from the Bid Consent Calendar.

PERSONNEL CONSENT
CALENDAR
Review Contents

Ms. Walworth reviewed the contents of the Personnel Consent Calendar which include the following resignation(s) and appointment(s):

- 1) Resignation(s):
 - a) Ms. Cheng Wei-Kow, Emergency Medical Service Director, effective December 1, 2017.
 - b) Ms. Coral E. Richards, WCCA Board of Governors Secretary, effective February 28, 2018.
 - c) Dr. Schvalla Rivera, Dean of Students, effective January 3, 2018.

PERSONNEL CONSENT
CALENDAR
Review Contents
Cont.

- d) Ms. Rosa M. Rosario, Accounting Services Director, effective January 31, 2018.
 - e) Ms. Katrina Tylee, Environmental Health and Safety Coordinator, effective January 17, 2018.
 - f) Mr. Tom Tylee, ESL/Foundation Instructor, effective December 19, 2017.
- 2) Appointment(s)
- a) Mr. Kyle Cummings, Marketing Specialist, effective January 29, 2018, through June 30, 2018, wage to be \$17.44 per hour.
 - b) Ms. Debra Davis, Workforce Training Coordinator, effective January 2, 2018 through June 30, 2018, wage to be \$19.29 per hour.
 - c) Ms. Rosa Rosario, Assistant Financial Aid Director, effective February 1, 2018, through June 30, 2018, salary to be prorated from an annual salary of \$55,232.04.

Ms. Walworth inquired if there were any item(s) on the Personnel Consent Calendar which any Board member wished to have extracted for separate consideration. There were none.

PERSONNEL CONSENT
CALENDAR
Approval

Ms. Klemke moved the Personnel Consent Calendar be approved as presented. Seconded by Dr. Gramberg. The vote was, Yes: Perkins, Perlinski, Savely, Stickney, Anderson, Gramberg, Klemke, Packard, Walworth. No: None. Absent: Guzman-Gonzales, Marcy. Motion carried.

PERSONNEL CONSENT
CALENDAR
Consider Items Extracted

There were no items extracted from the Personnel Consent Calendar.

PRESENTATION OF
NPPD SCHOLARSHIP

Ms. Walworth introduced Ms. Terry Rajewich, Nebraska Public Power District Account Manager. Ms. Rajewich then introduced Mr. Matthew Harris, Business and Agricultural Banking Specialist, Wells Fargo Bank – Alliance.

Nebraska Public Power District and Wells Fargo Bank have sponsored a golf tournament for the past twenty-six years in honor of the community college system across the State of Nebraska. In the twenty-six years, through the coordinated effort, a cumulative total of \$1,497,571 has been raised and given for student scholarships. In 2017, \$80,000 was raised at the tournament, which is then distributed among the community college system. The Western Community College Area will receive \$16,000 as a result of the tournament, bringing the total amount received by the

PRESENTATION OF
NPPD SCHOLARSHIP
Cont.

College to \$297,985, which has been and will be used to benefit students at the Alliance, Scottsbluff and Sidney campuses.

Ms. Rajewich stated the Nebraska economy is stronger because of the education provided through the community college system and the Nebraska Public Power District is stronger for having been able to hire some of those students. The tournament is a great way to pair business and education to get results for the new leaders in the State of Nebraska.

Ms. Rajewich and Mr. Harris presented Ms. Walworth and Dr. Holcomb a check in the amount of \$16,000. Ms. Walworth thanked Nebraska Public Power District and Wells Fargo Bank and everyone that participated in the golf tournament for supporting community college students.

WESTERN COMMUNITY
COLLEGE AREA BOARD
OF GOVERNORS
2018 Election

Ms. Walworth referred Board members to the mailed packet which includes a listing of Board members whose term of office will expire in December 2018. Those Board members whose term will expire in 2018 are: District One – Merlyn L. Gramberg; District Two – R. J. Savely, Jr.; District Three – Thomas L. Perlinski; District Four – Julienne K. Walworth; and District Five – William M. Packard.

Ms. Walworth reminded Board members the deadline for incumbents (of any office) to file for re-election is 5:00 p.m., on February 15, 2018. The filing deadline for all others is 5:00 p.m. on March 1, 2018. The filings must be received by the Secretary of State's office no later than by the time and date designated. There is no filing fee.

Ms. Walworth reported the Primary Election is May 15, 2018, and the General Election is November 6, 2018. If there are two or less candidates seeking election to a community college board, their names will not appear on the primary election ballot.

Mr. Perlinski and Mr. Savely indicated they will file for re-election to the Board of Governors.

REPORTS AND RECOM-
MENDATIONS FROM
BOARD POLICY
COMMITTEE
#415.2215.18

Ms. Klemke reported the Board Policy Committee met earlier today to consider a new Board Policy #415.2215.18 – Safety Shoes. She reported this policy will provide up to \$150.00 toward the purchase of safety shoes as required by

REPORTS AND RECOM-
MENDATIONS FROM
BOARD POLICY
COMMITTEE
#415.2215.18
Cont.

the work area. Ms. Klemke asked Ms. Ault to present the policy.

Ms. Ault reported this proposed policy was recommended by the Safety Committee as a way to be pro-active in avoiding accidents and preventing Workmen's Compensation claims. The proposed policy will provide up to \$150.00 per twelve calendar months to employees for one pair of safety shoes. The shoes would be provided to for those employees that regularly work in an area that necessitates safety shoes, such as the kitchen. The selected shoes must meet the standards of the American National Standard Institute or American Society for Testing and Materials. Payment for the shoes will be taken from the appropriate division budgets.

In response to a question from the Board, Ms. Ault reported it is the employee's responsibility to maintain, care for, and wear the footwear in designated areas.

In response to a question from the Board, Dr. Holcomb reported the position of Environmental Health and Safety Coordinator will be willed.

Ms. Klemke reported proposed Board Policy #415.2215.18, Safety Shoes is presented today for Board member consideration. Board action on this proposed policy will occur during the January 2018 Board meeting.

MONITORING REPORTS
WNCC Calendar
2018-2019 Academic
Year

Dr. Feil referred Board members to the mailed packet, which includes the College Calendar for the Academic Year 2018-2019. Dr. Feil thanked the members of the Calendar Committee who developed the proposed calendar.

Dr. Feil reported classes for the Fall 2018 Semester will begin on August 20, 2018, and will end on November 30, 2018. Finals will be conducted December 3 through 7, 2018. Faculty contract days will begin on August 13, 2018, which is one week before classes begin. Dr. Feil commented it is helpful to have the semester begin on a Monday and end on a Friday. She reported there are eighty-six faculty contract days in the Fall 2018 Semester.

Classes for the Spring 2019 Semester will begin on January 14, 2019, and will end on May 3, 2019. Finals will be conducted May 6 through 10, 2019. Faculty contract days will begin on January 7, 2019, one week before classes

MONITORING REPORTS
WNCC Calendar
2018-2019 Academic
Year
Cont.

begin. Dr. Feil reported there are eighty-nine faculty contract days in the Spring 2019 Semester.

Dr. Feil reported there will be one ten week session, one eight week session and two five week sessions during the 2019 Summer Semester. Classes for the first five-week session and the ten-week session will begin on May 28, 2018. The five-week session will end on June 28, 2018, and the ten-week session will end on August 1, 2018. The eight-week session will begin on June 3, 2018, and end on July 29, 2018. The second five-week session will begin on July 1, 2018, and end on August 1, 2018.

Mr. Savely moved the College Calendar for the 2018-2019 Academic Year be approved as presented. Seconded by Ms. Anderson. The vote was, Yes: Perlinski, Savely, Stickney, Anderson, Gramberg, Klemke, Packard, Perkins, Walworth. No: None. Absent: Guzman-Gonzales, Marcy. Motion carried.

MONITORING REPORTS
Nebraska Community
College Association

Dr. Perkins reported the Executive Committee of the Nebraska Community College Association met in Lincoln, on Monday, December 18, 2017. The purpose of the meeting was to review planned events for Association members.

Dr. Perkins reported the plan at this time for the State Legislative Day on February 1, 2018, will be to meet for an orientation at the State Capitol Building at 9:00 a.m. Mr. Greg Adams, Executive Director, will lead the thirty minute session, and will have materials available for College Board members to give to their respective senators.

Dr. Perkins reported prior to the Legislative visitation, the Association Board will have met on January 19, 2018, to review legislation which might affect Nebraska Community Colleges. Mr. Adams will discuss the bills of interest to community colleges during the orientation session. Dr. Perkins commented that it appears Board members should meet with their senators prior to the 9:00 a.m. orientation session, then by all means they need do so. He anticipates the Senators may have about 20 minutes to meet with College Board members. Dr. Perkins reported Mr. Adams will send the final agenda and the meeting place in the State Capitol Building. He remarked it is anticipated that the College Presidents will also arrange to meet with their senators.

MONITORING REPORTS
Nebraska Community
College Association
Cont.

Dr. Perkins reported Mr. Adams also reviewed the planned agenda for meeting with the Nebraska representatives while in Washington, DC for the Association of Community Colleges National Legislative Summit. The tentative plan is to meet with them on February 14, 2018, from 11:30 a.m. to 1:30 p.m., possibly in the Dirksen Senate Building.

Dr. Perkins reported he met with Senator Brewer's aide on Monday afternoon, and gave him the article about the College's Veterans program ranking. The aide appreciated the article and said he would have it published. He was surprised to learn that the College is in Senator Brewer's district. Dr. Perkins report he gave the aide a quick review of the area the College serves.

Dr. Perkins reported that Mr. Adams made arrangements for a meeting between Senator Chambers and Dr. Perkins. He reported it was a very good experience.

MONITORING REPORTS
Association of
Community College
Trustees

There was no report from the Association of Community College Trustees.

WESTERN NEBRASKA
COMMUNITY COLLEGE
SCOTTSBLUFF CAMPUS/
MAIN BUILDING ADDITION
Update – Re: Addition/
Renovation Project

Dr. Holcomb reported weather for the Groundbreaking Ceremony which was held just prior to the Board meeting could not have been better – fifty-nine degrees, sunny and no wind. He thanked Board members for their participation in this event.

Dr. Holcomb reported six bids were received for the demolition portion of the renovation project. The low bid was \$99,000 below the estimate. He explained bids for the renovation project will not require Board action as they are included in the Guaranteed Maximum Price. The bid process will follow bid requirements and notice pursuant to Nebraska Statutes. The bids will be reviewed by Mr. Knapper and himself and will be available for public inspection. There will be a second bid opening on January 9, 2018, for structural items such as steel and footings. All remaining bids for the project will be opened on January 30, 2018.

Dr. Holcomb reported a six foot tall construction fence will be installed to establish the renovation project construction zone. The fence should be in place before the end of 2017. A portion of the east parking lot and the entire

WESTERN NEBRASKA
COMMUNITY COLLEGE
SCOTTSBLUFF CAMPUS/
MAIN BUILDING ADDITION
Update – Re: Addition/
Renovation Project

south parking lot will be unavailable for use. The southwest parking lot will remain open. Additionally, an interior wall will be constructed that will line the south portion of the Pit area. This wall will extend from the current bathrooms to the entrance to the gymnasium, which will be open and available for use. The interior construction zone will be completed before the beginning of the Spring 2018 Semester. Demolition is scheduled to begin in January 2018.

Dr. Holcomb reported entrance to the Main Building will be through a new Main Entrance located on the west side of the building known as Door 6.

Dr. Holcomb reported the signage at the Williams Building and SWBC has been completed.

In response to a question from the Board, Dr. Holcomb reported today is the last time the Board will meet in the present Boardroom. The Board meetings will be held in the Conference Room at the Pioneer Activity Center until the renovation project is completed.

Resolution – Re: Ratify
Selection of Financial
Institution to Complete
the Lease-Purchase
Financing of the
Scottsbluff
Campus and Building
Addition and Renovation

Mr. Knapper reported that, at the November meeting of the Board of Governors, the Board authorized College administration to issue a Request for Proposals to Financial Institutions for the lease-purchase financing of the Renovation Project.

Mr. Knapper reported three Financial Institutions responded to the Request for Proposals. The public opening for the Western Nebraska Community College Certificate of Participation Series 2018 was held on December 14, 2017. Mr. Knapper reported that he, Dr. Holcomb, and Mr. Kelly reviewed the proposals as well as, Mr. Michael Rogers, Bond Counsel with Gilmore and Bell to determine the lowest cost to the College. Mr. Knapper remarked there were a number of provisions in the proposals because of the unknown actions of the Federal Reserve later in December, and the proposed new Federal Tax Legislation. Upon completion of the review, the firm submitting the lowest proposal was notified so that interest rates could be locked in.

Mr. Knapper reported items considered in the proposals included: a) Term; b) Interest Rate; c) Paying Agent; d) Borrowing Amount (\$8,000,000); e) Underwriting Costs; and f) Interest.

WESTERN NEBRASKA
COMMUNITY COLLEGE
SCOTTSBLUFF CAMPUS/
MAIN BUILDING ADDITION
Resolution – Re: Ratify
Selection of Financial
Institution to Complete
the Lease-Purchase
Financing of the
Scottsbluff
Campus and Building
Addition and Renovation

Proposals were reviewed from the following Financial Institutions: - Attachment F

Western States Bank, Scottsbluff, NE	\$10,825,818.00
D. A. Davidson, & Co., Omaha, NE	\$10,935,411.00
Platte Valley Bank, Scottsbluff, NE	\$11,417,955.00

Mr. Knapper reported Western States Bank submitted the lowest proposal. He introduced Mr. Matt Elvehjem, President of Western States Bank.

Mr. Knapper referred Board members to the handout materials which include a proposed Resolution drafted by Bond Counsel to ratify the selection of Western States Bank to complete the lease-purchase financing of the project.

Mr. Savely moved the Board adopt the following resolution:

BE IT RESOLVED BY THE BOARD OF GOVERNORS OF WESTERN COMMUNITY COLLEGE AREA IN THE STATE OF NEBRASKA AS FOLLOWS:

1. The Board of Governors (the "**Board**") of the Western Community College Area in the State of Nebraska (the "**College**"), hereby find and determine that:

A. The College is authorized pursuant to Chapter 85, Article 15, Reissue Revised Statutes of Nebraska, as amended (the "**Act**"), to enter into contracts for the lease of real or personal property the use of the college.

B. The College intends to proceed with a lease-purchase financing (the "**Lease-Purchase Financing**") for its main building addition and renovation project (the "**Project**") under the terms of the Act through a bank or underwriting firm (a "**Financial Institution**") utilizing a certificates of participation financing structure.

C. The College authorized the President and the Vice President of Administrative Services (the "**Authorized Officers**") to solicit offers to finance the Project from Financial Institutions through the issuance of a request for proposals ("**RFP**") and to conduct such RFP process.

WESTERN NEBRASKA
COMMUNITY COLLEGE
SCOTTSBLUFF CAMPUS/
MAIN BUILDING ADDITION
Resolution – Re: Ratify
Selection of Financial
Institution to Complete
the Lease-Purchase
Financing of the
Scottsbluff
Campus and Building
Addition and Renovation

D. The Authorized Officers conducted the RFP, have evaluated the responses from Financial Institutions and have submitted a recommendation to the Board.

2. Based on the recommendation of the Authorized Officers, the Board hereby ratifies the selection of Western States Bank as the Financial Institution which will Lease-Purchase Finance the Project. The College hereby ratifies all actions taken by the Authorized Officers and any other employees or agents of the College in connection with conducting the RFP and selection of Western States Bank.

3. The officers, agents and employees of the College, including the Authorized Officers, shall be, and they hereby are, authorized to work with the College's special tax counsel to prepare such resolutions, documents, agreements and instruments as determined necessary and appropriate in connection with the Lease-Purchase Financing of the Project and to otherwise carry out and perform the purposes of this Resolution, and the execution or taking of such action shall be conclusive evidence of such necessity or advisability. Seconded by Dr. Perkins. The vote was, Yes: Savely, Stickney, Anderson, Gramberg, Klemke, Packard, Perkins, Perlinski, Walworth. No: None. Absent: Guzman-Gonzales. Motion carried.

(A copy of the signed resolution is attached in the official minute book.)

BOARD MEMBER
COMMENTS

Ms. Walworth asked for Board Member Comments.

Ms. Anderson thanked Dr. Holcomb and members of the President's Cabinet for their time. She met with them to learn more about their responsibilities within the College

Mr. Stickney thanked Mr. Kelly and the Law Firm for the meat and cheese tray the firm provided for the Board luncheon today. Mr. Kelly remarked the Firm appreciates the opportunity to serve the Board.

Dr. Gramberg encouraged Board members to get involved in the outlying counties that support the College

PRESIDENT'S COMMENTS

Ms. Walworth asked for President's Comments.

PRESIDENT'S COMMENTS
Cont.

Dr. Holcomb reported he has participated in six of the Nebraska Public Power District golf tournaments since becoming President of the College. At one such tournament, he met Mr. Michael Rogers, Bond Counsel.

Dr. Holcomb reported a Wellness Room has been set up for College employees at the SWBC facility.

The College is partnering with the City of Scottsbluff to apply for a grant to build a new Public Safety Training Facility. The facility would include a four story fire tower that would be built south of the Harms Center. The College would provide the property for the tower.

Dr. Holcomb reported recent events at the Alliance Campus included a Thanksgiving Dinner drawing in which four students received a \$50 gift certificate from Grocery Mart. On December 4, 2017, the Alliance faculty and staff provided treats for students. During finals week 150 Survival packs were given out courtesy of Student Council.

Dr. Holcomb reported a "Poverty: Not a Choice" screening via Nebraska Loves Public Schools was held on November 29, 2017, at the Alliance Performing Arts Center. Ms. Ellen Dillon was a forum panelist following the screening.

Dr. Holcomb announced Ms. Tammy DuBray has been promoted to Student Services Specialist on the Alliance Campus.

Dr. Holcomb asked for questions. There were none.

UPCOMING MEETINGS
AND EVENTS

Ms. Walworth reminded Board members of the following upcoming meetings and events:

1) The Association of Community College Trustees 2018 National Legislative Summit to be held on February 11 – 14, 2018, in Washington, D. C.

2) The Association of Community College Trustees 2018 ACCT Leadership Congress to be held October 24 – 27, 2018, at the Marriott Marquis, Times Square, in New York City, New York.

3) The Nebraska Community College Association 2018 Regular Meetings to be held as follows: a) First Quarter Meeting, January 19, 2018, in Lincoln, NE; b) Second

UPCOMING MEETINGS
AND EVENTS
Cont.

Quarter Meeting to be held on May 7, 2018, in Lincoln, NE; c) Third Quarter Meeting to be held on August 6, 2018, in Lincoln, NE; and d) Fourth Quarter Meeting (Annual Meeting) to be held on November 5 and 6, 2018, in Norfolk, NE.

4) The Nebraska Community College Association State Legislative Day to be held on February 1, 2018, in Lincoln, NE.

DUE PROCESS HEARING
APPEAL EMPLOYMENT
STATUS – RE: Ms. Christine
Lee

Mr. Kelly reported Ms. Christine Lee has withdrawn her request for a Due Process Hearing to appeal her employment status. Even though Ms. Lee has withdrawn her request for a hearing, Mr. Kelly suggested the Board hold an Executive Session to hear recommendations concerning Ms. Lee's employment status and to protect needless injury to the reputation of Ms. Lee.

POSSIBLE EXECUTIVE
SESSION

Ms. Anderson moved, pursuant to Section 84-1410(1), of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law, that the Board of Governors hold a closed session with Mr. Philip M. Kelly, Dr. Todd R. Holcomb, Dr. Ronda Kinsey, Ms. Coral E. Richards, and Ms. Rosie Hernandez for the purpose of a Due Process Hearing – Re: Ms. Christine Lee. She further moved this closed session is clearly necessary for the prevention of needless injury to the reputation of Ms. Lee and that Ms. Lee has not requested a public meeting. Seconded by Dr. Perkins. The vote was, Yes: Stickney, Anderson, Gramberg, Klemke, Packard, Perkins, Perlinski, Savely, Walworth. No: None. Absent: Guzman-Gonzales, Marcy. Motion carried.

Ms. Walworth stated the reason for the Executive Session is a Due Process Hearing – Re: Ms. Christine Lee.

The Board of Governors and those so named in the motion adjourned to an Executive Session at 2:33 p.m.

The Executive Session ended at 2:50 p.m.

OPEN MEETING

Ms. Walworth declared the Open meeting in session at 2:50 p.m.

RESOLUTION – Re:
Determination of
Employment State of Ms.
Christine Lee

Ms. Klemke moved the Board adopt the recommendation of Dr. Holcomb to terminate the probationary contract of Ms. Christine Lee, as Health Information Technology Instructor, effective December 19, 2017. Seconded

RESOLUTION – Re: by Mr. Savely. The vote was, Yes: Anderson, Gramberg, Determination of Klemke, Packard, Perkins, Perlinski, Savely, Stickney, Employment State of Ms. Walworth. No: None. Absent: Guzman-Gonzales, Christine Lee Marcy. Motion carried.

NEXT REGULAR MEETING The next Regular meeting of the Western Community College Area Board of Governors will be held on Wednesday, January 17, 2018, at 1:00 p.m., in the Conference Room, Pioneer Activity Center, Western Nebraska Community College, Scottsbluff Campus, 1409 East 27th Street, Scottsbluff, Nebraska.

ADJOURNMENT The meeting was adjourned by unanimous consent at 2:52 p.m.

Julienne K. Walworth, Chairperson

Coral E. Richards, Secretary

CITY PLANNING COMMISSION REPORTS

1) Notice of a Public Hearing by the Alliance Planning Commission to be held on December 12, 2017, to consider the following:

a) Review and obtain comment on the redevelopment plan for the Scooters Coffee Drive-Thru Redevelopment Project submitted by 1dash5 Enterprises, LLC for the redevelopment of the property described as the north portion of Block 3, Syndicate Addition to the City of Alliance, in the Southwest Quarter of Section 35, Township 25 North, Range 48 West of the 6th P.M., Box Butte County, Nebraska.

December 2017

Board of Governors Report December 2017

Applied Sciences

On November 1-3 Aaron Gayman, Clinton Riesen, Russell Pontarolo and Corey Batt attended the SEMA (Specialty Equipment Manufacturers Association) trade show in Las Vegas, NV. This show highlights emerging technologies, parts, tools and equipment that relate to the automotive, auto body and welding trades. They were able to see the direction the industry is moving towards, as well as pick up several ideas that they will be able to incorporate in future classes. At this show attendees are able to make contacts with the leaders in the industry that often lead to training and products at little to no cost to the school. The group were able to get answers to issues they were having with equipment or products that directly related to better instruction in our classes. Represented at the show were all the major vehicle manufactures down to small start-up companies. They were able to learn about everything from nuts, bolts, and electrical to manufacturing, welding and custom paint. The team saw new equipment from hand tools to frame straighteners, chassis dynos to metal shaping and received information on new processes for repairing aluminum extensive vehicles, welding, pipe bending, wheel alignment and engine rebuilding. The show covered four large buildings and the parking lots surrounding them. It took about 8 hours to make it through each building and they still didn't see everything. Overall this was a great opportunity to make industry contacts that are able to help the dept. and college improve our programs, see new technology and learn new repair techniques that can immediately be shared with our students. They were also able to see several mobile repair trailers that has helped us in planning the mobile learning labs we are currently working on.

The team hopes to be able to continue going to this monumental event and thank you for the opportunity.

MEMORANDUM

TO: Board of Governors
FROM: William D. Knapper
DATE: December 20, 2017
RE: Board Approval, Bid Number 18-EQ-06

On November 27, 2017 bids were taken for an Emergency Generator Pre-purchase

ACCOUNT NUMBER: 50.1.71322.5695.76

TOTAL BUDGET: \$50,000.00

TABULATION:

Company	City/State	Total Amount
Robinson Electric	Gering, NE	\$35,351.00
Snell Services	Gering, NE	\$42,100.00

Recommendation to come from the Finance Committee.

MEMORANDUM



TO: Board of Governors

FROM: William D. Knapper

DATE: December 20, 2017

RE: Board Approval, Bid Number 18-EQ-07

On November 30, 2017 bids were taken for 80 Dell Thin Clients

ACCOUNT NUMBER: 10.1.42000.5611.64

TOTAL BUDGET: \$40,000.00

TABULATION:

Company	City/State	Total Amount
Sterling Computers Corp.	Dakota Dunes, SD	\$34,948.00
Dell	Santa Clara	\$36,640.00
CDW Government, LLC	Vernon Hills, IL	\$38,673.60

Recommendation to come from the Finance Committee.

MEMORANDUM



TO: Board of Governors

FROM: William D. Knapper

DATE: December 20, 2017

RE: Board Approval, Bid Number 18-SE-10

On November 30, 2017 bids were taken the Ellucian Intelligent Platform Software

ACCOUNT NUMBERS: 10.1.62020.5271.64 \$35,200.00
10.1.62020.5416.64 \$18,000.00

TOTAL BUDGET: \$53,200.00

TABULATION:

Company		Total Amount
Ellucian – Sole Source	ILP Software and Maintenance	\$35,200.00
	ILP Professional Services	\$18,000.00

Recommendation to come from the Finance Committee.

**Western Nebraska Community College
Certificate of Participation, Series 2018
Public Opening December 14, 2017**

Firm	Western States Bank	D.A. Davidson	Platte Valley Bank
Term	20	20	20
Interest Rate	3.498%	3.040%	3.630%
Paying Agent		750	
Borrowing	8,000,000	8,000,000	8,000,000
Underwriting	52,000	59,600	80,000
Interest	2,773,818	2,875,061	3,337,955
Total Cost	10,825,818	10,935,411	11,417,955